

**Prepared by: Benefits and Entitlements Branch
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How To Request Benefits & Entitlements Training

A Guide for Human Resources Specialists

**Defense Civilian Personnel Management Service
Field Advisory Services Division
1400 Key Boulevard, Suite B-200
Arlington, VA 22209-5144**

How To Request Benefits & Entitlements Training

The Benefits and Entitlements Branch of Field Advisory Services provides training on the full range of Federal retirement and insurance programs. Currently, we offer the following courses to human resources specialists within the Department of Defense (DoD):

Retirement Systems and Benefits Programs

This course is ideal for new employee relations specialists or anyone having responsibility for counseling new, current, and separating employees or processing benefits claims. In addition, this training can provide a beneficial update or review for specialists who have previously attended this course, or a similar offering. This is a fast-paced course conducted over a period of 3 - 4 training days. Each course participant receives a comprehensive desk reference, tabbed with over 25 different subject areas. (Course description on Page 4)

Applied Benefits Workshop

This workshop is for experienced employee relations specialists, retirement counselors, and personnelists who have advanced beyond the trainee level in benefits administration or who have attended the Retirement Systems and Benefits Programs training course, or a similar offering. The course has extensive exercises and case studies in specific applications. Each participant receives a desk reference guide. The full course is conducted over a period of 3 - 4 training days. (Course description on Page 5)

Federal Retirement Systems Coverage Determination

This course is designed to provide human resources specialists with knowledge needed to determine proper retirement system enrollment codes for the various types of appointments in the Federal government. Job aids are provided to help specialists verify the accuracy of retirement enrollment codes on current employee records and to understand the process and implications of corrective actions. (Course description on Page 6)

You can enroll in courses offered at our facility in Arlington, Virginia or we can deliver expert training directly at your location. To request a course at your site complete the Adobe Acrobat Fillable form at http://www.cpms.osd.mil/fas/benefits/pdf/trng_req.pdf.

Tuition is free for customers within the DoD human resources community. However, if you request training at your location (outside the Washington D.C. area), we need your funding support to cover travel, per diem, and rental car expenses for two CPMS trainers. Funds are normally transferred to us well in advance of the course presentation dates through a military interdepartmental purchase payment request (MIPR).

If attending training at our CPMS office complex in Arlington, VA, the cost is limited to the travel and per diem for your human resources specialist attending the course. Hotel accommodations are within a short distance of our CPMS office complex, therefore, rental car authorization is not a necessity. Travel to and from Reagan National Airport, if applicable, is very reasonable and convenient when using the subway system.

The Benefits and Entitlements Branch is ready to assist you in meeting your training needs and to fulfill your expectations.

Benefits and Entitlements Courses Offered for FY03

The following courses will be offered at CPMS in Arlington, VA. There are no course fees, however, the participant's organization is responsible for funding travel and per diem costs.

Retirement Systems and Benefits Programs (RSBP)

This three to four (3 - 4) day course provides a basic overview of the Federal Employees' Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), Federal Employees' Retirement System (FERS), and Civil Service Retirement System (CSRS) and a comprehensive study of retirement coverage determinations. Register for the below classes on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html.

Available course dates:

- Jan 27 - 30, 2004
- Mar 16 - 19, 2004
- May 11 - 14, 2004
- Jul 20 - 23, 2004
- Sep 13 - 17, 2004 (Southbridge, MA)

Applied Benefits Workshop (ABW)

This three - four (3 - 4) day course provides an advanced workshop in the following modules: Creditable Civilian Service and Retirement Coverage Determinations, Work Life and Transition, Annuity Computations, Firefighter and Law Enforcement Program, and Reemployed Annuitants. This course may be designed for on-site presentation using all or selected modules. Register for the below classes on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html

Available course dates:

- Feb 23 - 27, 2004
- Apr 12 - 16, 2004 (Southbridge, MA)
- Jun 22 - 25, 2004
- Aug 24 - 27, 2004

Retirement Coverage Determinations

This one (1) day course (a full 8 hours) is designed to help human resources specialists gain an understanding of retirement coverage determinations. The course covers the history of Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS), the Five Year Test, and significant court cases affecting the interpretation of the law concerning retirement coverage. The course also provides detailed instruction on the Social Security Amendments of 1983, auditing for coverage errors, and corrections of those errors.

Available course dates: Currently, no course dates are established during FY 2003. However, upon receipt of a sufficient number of requests, we will arrange a tentative course date and reconfirm your interest. If you are interested in this course please email us at [Benefits Training](#).

Civilian Personnel Management Service
Field Advisory Services - FAS
Benefits & Entitlements Branch

**Retirement Systems and
Benefits Programs (RSBP)
for DoD Human
Resources Specialists**

*Designed to help new staff members and those
making the transition from specialists to
generalists gain an understanding of:*

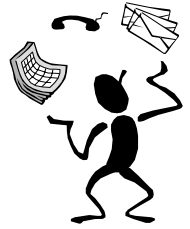
- CSRS and FERS
- Retirement Coverage
- Retirement counseling process

Topics

Reference Materials
Creditable Service
Deposits & Redeposits
Service Computation Dates
Retirement Coverage Determination
Retirement Coverage Audits & Corrective Actions
Survivor Elections
Annuity Computations
Federal Employees Health Benefits (FEHB)
Federal Employees Group Life Insurance (FGLI)
Thrift Savings Plan (TSP)
Counseling Prospective Retirees
Complete Annuity Process

❖ *Class size limited to 30 people*

**Retirement
Systems &
Benefits
Programs**



Objective:

Human resources specialists will have an increased understanding of the Federal retirement systems, insurance programs, and procedures

Course Facilitators:

Facilitators are experienced Benefits and Entitlements (B&E) Advisors who have extensive backgrounds in retirement counseling and will provide the program on-site

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Networking opportunities

Cost: Travel, per diem, and rental car expenses for two B&E Advisors

Course Length: 3 - 4 Days

For More Information:

Email us at: [Benefits Training](#)

Phone: DSN 426-6301
COMM: 703-696-6301

Fax: DSN 426-4705
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Civilian Personnel Management Service

Field Advisory Services - FAS

Benefits & Entitlements Branch

Applied Benefits Workshops for Human Resources Specialists

Designed to improve and sharpen skills in benefits administration through hands-on experience, practical application and case study analysis.

- Correct application of regulatory guidance
- Real life scenarios
- Complex Annuity Calculations

Topics

Annuity Computations – one day

- Part-time
- Death in Service
- FERS w/CSRS Component

Reemployed Annuitants—one-half day

- Supplemental/Redetermined Annuities

Non-Appropriated Fund (NAF) Service—one day

Special Retirements—one day

- Law Enforcement Officers (LEO)
- Firefighters (FF)
- Air Traffic Controllers (ATC)

Federal Benefits and Life Events—one day

❖ *Class size limited to 30 people*

Applied Benefits Workshops



Prerequisite

Employee Relations specialists, retirement counselors and personnelists who have a minimum of one year experience in benefits administration **or** have attended the FAS, Retirement Systems and Benefits Programs Course or a similar course.

Workshop Facilitators:

Facilitators are experienced Benefits and Entitlements advisors who have an extensive background in benefits administration.

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Follow-up contacts

Cost: Travel, per diem, and rental car expenses for two B&E Advisors.

Course Length: 3 - 4 Days

Modules may be selected

For More Information:

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Civilian Personnel Management Service

**Field Advisory Services - FAS
Benefits & Entitlements Branch**

**Federal Retirement Systems
Coverage Determinations
for DoD
Human Resources Specialists**

*Designed to help human resources specialists
gain an understanding of retirement coverage
determinations:*

- History of CSRS & FERS
- Social Security Coverage
- The 5-Year Test
- Auditing Retirement Coverage
- Correcting Coverage Errors
- Federal Erroneous Retirement Coverage Corrections Act (FERCCA)

Topics

Reference Materials
History of CSRS and FERS
Social Security Coverage Determinations
Potentially Creditable Civilian Service
The "5-Year" Test
Retirement Coverage Determinations
Retirement Coverage Audits
Conner vs. OPM
Deemed FERS Elections
Impact of Coverage Errors on Employees
(Annuities, TSP, Social Security)
Processing Retirement Correction Actions
Counseling Employees with Coverage Errors



Objective:

Human resources specialists will have an increased understanding of federal retirement programs and processes

Course Facilitators:

Facilitators are experienced Benefits and Entitlements (B&E) Advisors who have extensive backgrounds in retirement counseling and will provide the program on-site

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Networking opportunities

Cost: Travel, per diem, and rental car expenses for two B&E Advisors.

Course Length: 1 Day

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